

I. GENERAL INFORMATION

1. SOLICITATION NUMBER:	SOL-306-17-000002-DIR
2. ISSUANCE DATE:	October 22, 2016
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:	November 07, 2016
4. POSITION TITLE:	Secretary
5. MARKET VALUE:	GS-10 (\$47,158 - \$61,306) In addition, this post has 35% post differential and 35% danger pay
6. PERIOD OF PERFORMANCE:	13 months with an option for renewal
7. PLACE OF PERFORMANCE:	USAID/Afghanistan
8. SECURITY LEVEL REQUIRED:	Moderate Risk Public Trust

9. STATEMENT OF DUTIES:**1) General Statement of Purpose of Contract**

USAID/Afghanistan is the largest Mission in the world with a multi-billion-dollar budget, led by a Mission Director and three Deputy Mission Directors. The U.S Embassy in Kabul, Afghanistan, is also one of the largest, and most active, under the direction of three Ambassadors and a Coordination Director. The Secretary position is located in USAID/Afghanistan's Office of the Mission Director, and provides administrative support services to the said office.

The job demands through familiarity with USAID/Afghanistan and U.S Embassy procedures and practices, as well as a sound grasp of management support functions, exceptional customer-service skills, patience, strong self-initiative, and self-reliance. Understanding of the diplomatic protocols, tactfulness/flexibility/adaptability, as well as the ability to work long hours, are some of the most important position required competencies. The work intersects on direct and continuing basis with programs and/or projects of all Mission's technical and support offices, as well as with external agencies, and organizations, requiring constant attention to extensive formal clearance and procedural controls.

2) Statement of Duties to be Performed

The incumbent provides administrative, secretarial and office-management support to the Mission Director, Deputy Mission Directors, and other members of the Mission Director's Office; and also advised and mentors Locally Employed Staff (LES/FSN) Secretaries, and may provide training and guidance to other members of the Mission's administrative support staff. S/He handles a wide variety of complex situations (inclusive of conflicts) requiring use of initiative to determine the best-approach to be taken and/or methods to use.

The incumbent maintains current knowledge of USAID/Afghanistan's operational objectives, and protocol lines of communication, customs and regulations dealing with diplomatic

formality, precedence, and etiquette. When appropriate, provides direct responses proposing feasible solutions, to USAID/Afghanistan related information inquiries, inclusive of employee and/or senior official' grievances.

The incumbent proactively coordinates activities of the Mission Director's Office, with the work of other Mission's offices, to include advising administrative assistants, secretaries and/or other mission personnel on matters of importance in the appropriate communication format inclusive of submission deadlines.

The incumbent maintains comprehensive knowledge of the Mission Director's policies, procedures, guidelines, and views on all significant matters affecting the organization which would enable the incumbent to perform duties such as: developing materials for Mission Director's Office use in public speaking engagements; engaging in facilitation, coordination and planning of recurrent events, and/or meetings for the Mission Director's Office including ascertaining subject matter topics and/or agendas; developing background information and preparing speech/communication outlines; briefing or advising staff members and/or persons outside the organization the Mission Director's views.

The incumbent reviews all outgoing correspondence from the Office of the Mission Director for adherence to format, spelling, and style with the USAID specific correspondence and communications standard. When reviewing correspondence for the Mission Director/Deputy Mission director(s) signature, the incumbent calls the writer's attention to any conflict reflected in the file or any departure from policies and attempts to resolve conflict before matter is presented.

The incumbent composes and transcribes complex official correspondences, various types of letters, highly technical documents, and routine and non-routine office reports in line with the Agency's communication protocol. Furthermore, incumbent records and transcribes the minutes of the Mission's senior and general staff meetings as directed; prepares the minutes for distribution, singling out the action items, and follows up as required; ensures that commitments made at the meetings are met, and keeps the Mission Director abreast of the status. Incumbent is responsible for spelling, punctuation, grammar, and format of the completed work. Drafts letters of acknowledgment, commendation, notification in consideration of the office practice, and acknowledges all commendatory remarks concerning the organization's program in periodicals, publications, or speeches, and may review publications for such remarks and prepare appropriate corresponding letters.

When the Office of the Mission Director is to host large meetings, incumbent is to coordinate all the logistic requirements, inclusive of securing a meeting space, communication to the meeting participants related to specific security requirements; and during such meetings takes dictations, provides secretarial assistance, and follows up on needed actions in lieu of the meetings proceedings.

The incumbent maintains the Office of the Mission Director's daily calendar, making appointments and coordinate logistical support; arranges conferences, luncheons, meetings and travel without specific prior approval, based on knowledge of their respective schedules. On own initiative, makes arrangements for meetings by reserving space, setting the specific time, and contacting all personnel expected to attend and as necessary, arranges for transportation. Incumbent transmits agenda and all necessary background materials to participants and advises them of the topics to be discussed. This includes preparing an agenda, notifying participants, and arranging representational events and similar matters; develops background information and composes drafts of introductions and talk-topics to be

presented at various meetings by the Mission Director and his/her staff.

Ensures that all official social obligations are met, arranges luncheons, issues invitations, ensures proper seating arrangements, and ensures that all details are covered, as necessary requests representational funding and reconcile expenditure.

Receives and controls incoming correspondence to the Office of the Mission Director and assists the communications and records section in ensuring all incoming communications are properly logged in and action assigned properly, tracking them down and ensuring that they are replied to in a timely manner.

The incumbent screens telephone calls and visitors, judges relative importance, directs to the appropriate personnel and handles administrative matters for the Front Office without or with minimal supervision.

Using personal initiative, the employee observes need for administrative or procedural notices or instructions to the staff, prepares the necessary issuances, and presents them for signature. The employee devises and installs office procedures, protocols and standards.

Logs all task assignments from The Ambassadors' offices, Mission Director and Deputy Mission Directors and follows up completion of the tasks with the respective office/personnel.

Advises, counsels and mentors the LES/FSN Secretaries within the Office of the Mission Director, and all other administrative employees on administrative practices, policies, mission notices and orders, Front Office protocols, norms and social etiquettes. Provides orientation and training to new LES/FSN Secretaries on procedural matters, including protocol, style and format of written communications; maintains the Mission's Correspondence Handbook, updating, revising and disseminating in accordance with guidance from USAID/Washington and other sources, as needed. The incumbent advises and provides recommendation to the supervisor on the appropriate secretarial and administrative support staff office coverage, vacation and staffing level in order to ensure the smooth operation of the office function.

The incumbent handles office timekeeping for the Office of the Mission Director. Incumbent is responsible for office organization including the planning and management and procurement of all non-expendable and expendable supplies which establishes the office's need, use and re-order level. The incumbent also coordinates and liaisons with Mission Offices and U.S. Embassy Sections regarding administrative issues pertaining to the Mission Director's office. Incumbent is responsible for the management of all office space, both physical and electronic, official filing systems, archiving and record disposition planning for the Office of the Mission director.

3) USAID Consultation or Orientation (if applicable)

The selected applicant shall proceed to the Washington DC area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat (FACT) and the Afghanistan Familiarization (FAM) courses (if not completed within the past five years) prior to proceeding to ASO India to commence duties as outlined in the statement of work. FACT/FAM is mandatory training for Afghanistan.

4) Supervisory Relationship

Incumbent will be directly supervised by the Mission Director or Deputy Mission Director for assigned priorities, funding, and overall administrative program/project objectives.

5) Supervisory Controls

The incumbent and his/her supervisor develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion.

10. PHYSICAL DEMANDS: The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands required to perform the work.

11. POINT OF CONTACT:

All applications must be submitted electronically by e-mail with the subject line **SOL-306-17-000002-DIR Secretary** to: kblaidpscjobs@usaid.gov

Attention: Executive Officer
USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior the closing date mentioned above unless revised. The highest ranking applications may be selected for an interview.

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a. Education:** A bachelor's degree from an accredited college or university, in English literature, business communications, business administration, public administration, psychology, sociology, international development, international relations, economics, or management studies is required. (Educational requirement must be met at the time of application for the subject position).
- b. Work Experience:** A minimum of five (5) years of progressively responsible and comparable experience, as an executive secretary, senior secretary, executive assistant, or administrative assistant, managing an executive-level office, such as Office Director, Chief Executive Officer (CEO) or Managing Director with public/private institution, non-

governmental organization, bilateral/multilateral organization or Diplomatic Mission is required. (Work experience requirements must be met at the time of application for the subject position).

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors listed in paragraph 2, below, in order to be considered. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

To meet basic eligibility requirements, the applicant must:

- Be a Third Country National Personnel Service Contractor (TCNPSC). "Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses.
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to attain employment authorization/facility access;
- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.

2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 words (approx. 1 typewritten page) per factor. Applicants should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically

address the Evaluation Factors may result in the applicant not receiving full credit for pertinent experience.

FACTOR #1: Demonstrated experience in providing excellent customer service to organization/company's top management team.

FACTOR #2: Demonstrated experience and skills in working with a diverse, difficult and team achieving results in short deadlines.

FACTOR #3: Demonstrated ability and skills to have established clear and strong communication representing the organization's top management team with the other stakeholders.

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors

Factor #1 (15 points)

Factor #2 (10 points)

Factor #3 (10 points)

Interview Performance 65 points

Interview questions will revolve around the candidate's propensity to:

- be successful in providing proactive administrative support and leadership to support top management,
- ability to evaluate and determine effective work process and establish efficient working process,
- ability to handle a wide variety of situations and conflicting issues requiring use of initiative to determine the approach to be taken or methods to be used to resolve issues effectively;
- Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

IV. APPLYING

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following website: www.usaid.gov/sites/default/files/documents/1866/a302-3.doc;
2. A current curriculum vitae (CV) or resume;

3. A minimum of three (3) professional references, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor;
4. A written statement that addresses the Evaluation/Selection Criteria in this solicitation, and how the applicant believes their experience and skills meet or exceed these criteria.

The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

5. Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.

The Agency retains the full right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful applicant about being selected for a contract award, the CO will provide the successful applicant instructions about how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
4. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a Third Country National shall be eligible for any of the listed fringe benefits to include health and life insurances, differentials and allowances.]

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave

- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600) and
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VII. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDS) AND CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCs

AAPDs and CIBs contain changes to USAID policy and the PSC General Provisions in accordance with USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs and CIBs apply to this contract. Additionally, AIDAR Appendixes D applies to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

ALL QUALIFIED APPLICATIONS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

Only short listed candidates will be contacted.